



# City of Flagstaff

## Community Development Division

211 W. Aspen Ave  
Flagstaff, AZ 86001

P: (928) 213-2615  
F: (928) 213-2609

[www.flagstaff.az.gov](http://www.flagstaff.az.gov)

**MIP**

Date Received	Application for Minor Improvement Permit			Permit Number
Type of Minor Improvement Permit:	<input type="checkbox"/> Accessory Building	<input type="checkbox"/> Fence (Residential)	<input type="checkbox"/> Garden Wall	
	<input type="checkbox"/> Deck	<input type="checkbox"/> Fence (Non-Residential)	<input type="checkbox"/> Storage Container	
Property Owner	Title	Phone	Email	
Mailing Address	Suite/Unit #		City, State, Zip	
Site Address	Suite/Unit #		City, State, Zip	
Applicant	Title	Phone	Email	
Mailing Address	City, State, Zip			
Parcel Number(s)	Zoning District			
Description of proposed work				
<b>Submittal Requirements</b> Required information for each specific permit type is provided on the reverse side of this application form. A dimensioned site plan must be attached showing the location of the proposed use/construction subject to a Minor Improvement Permit.				
<b>Information on Minor Improvement Permits is in Section 10-20.40.150 (Minor Improvement Permits) of the Zoning Code.</b>				
<b>Note: Applications which are incomplete or not accompanied by the required information will not be accepted</b>				
1. A flow chart describing the review process inclusive of applicable review time frames (administrative completeness review and substantive review) is attached.				
2. An applicant for a minor improvement permit may receive clarification from the City of how it is interpreting Section 10-20.40.150 (Minor Improvement Permits) of the Zoning Code.				
_____(Initials) I hereby certify that the information set forth on this form is complete and accurate and do hereby agree to comply with all applicable codes of the City of Flagstaff and the State of Arizona and with any conditions attached hereto, and request that all pertinent City personnel access my property at any time deemed necessary to inspect work being done relating to this permit.				
Applicant Signature			Date	
<b>For City Use</b>				
Received By:		Fee Receipt #:		
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No		Staff Initial:		Date Approved:

*See reverse side for additional information*

## **Minor Improvement Permit Checklist**

For an application to be accepted, the applicant must provide all of the required information described on the application at the time of formal submittal. Incomplete applications will not be accepted. It is the responsibility of the applicant to ensure the accuracy of the application. Applications will not be accepted or processed without an adequate description of the proposed scope of work and site plan. A completed application form shall be submitted to a Community Development Division staff person, and shall contain the following additional information:

1. A site plan conveying the following information according to permit type (either drawn on application form in space provided, or attached separately):

### **Accessory Building**

- a. North arrow;
- b. Lot, building(s) and accessory building drawn and dimensioned on site plan; and,
- c. Height of accessory building.

### **Deck**

**(Note: If Deck is over 30" in height above finished grade a Building Permit is required.)**

- a. North arrow;
- b. Lot, building(s) and deck(s) drawn and dimensioned on site plan; and,
- c. Height of deck(s) above grade.

### **Fence**

- a. North arrow;
- b. Primary building drawn and located;
- c. Location of all easements, if any (PUE, drainage, utility and streets);
- d. Height and location of fence;
- e. Type of materials to be used; and,
- f. Intersection site triangle for corner lots, per Engineering Standards, Section 10-06-020 (Intersection Sight Triangles, Clear View Zones).

### **Garden Wall**

**(Note: Garden walls are decorative in nature and not intended to retain additional loads. If garden wall is over 30" in height and within 36" of a walkway a Building Permit is required.)**

- a. North arrow;
- b. All structures, driveways, walkways and proposed garden walls; and,
- c. Height of garden wall.

2. Required Minor Improvement Permit fee, as established in Appendix 2 (Planning Fee Schedule) of the Zoning Code.

**Staff Review:** Upon receiving a complete application, the application will be reviewed by City staff to determine if the submittal conforms to City of Flagstaff Code requirements.

**Approved Permit:** Upon review and approval of the application the applicant will be informed that the permit is ready to be picked up.

**Inspection:** When improvements are completed, the applicant must contact the Code Administration and Compliance Program at (928) 213-2641 to schedule an inspection. The inspector will either approve the work as completed, or require additional corrections. Upon approval, the inspector will sign off on the work and record the approval in the City's permit tracking system.